

Visitors Code of Conduct

We welcome all visitors to our school. For the safety of our pupils, staff and our community, we ask all visitors to be fully aware of their responsibilities whilst on the school premises and when using information systems. We therefore request that you sign this code of conduct upon arrival, and in particular before using the school guest Wi-Fi facility or other IT systems.

- If requested, I must wear my visitors badge at all times on school premises and will return this badge when I report back to Reception, prior to my departure.
- I understand that school IT systems may not be used without specific permission from school IT or senior management staff. I appreciate that IT includes a wide range of systems including computers, mobile phones, tablets, digital cameras, and email. Permission is granted to those signing and following this code of conduct to connect devices to the PREPGuest Wi-Fi network.
- I acknowledge that I am responsible for the activities performed using any personal device that I connect, even if I am not using the device at the time.
- I will not share any password or security details for school IT systems.
- I will ensure any activities or material accessed online is legal and appropriate to a school environment. I will respect copyright and intellectual property rights.
- I will not attempt to bypass any IT filtering or security systems put in place by the school. I understand that to gain unauthorised access to computer material of any kind is a criminal offence.
- I understand I must make further commitments before handling or storing any personal data that is held by the school, of staff, pupils or other individuals.
- I understand that my use of the information systems, internet and email may be monitored and recorded to ensure policy compliance, and that further details of this monitoring are available at theprep.org.uk/wifi.
- I understand that CCTV is in operation and monitored at these premises.
- I will not take photographs of pupils without specific permission from school senior management staff
- I will report any incidents of concern regarding children's safety to the Headmaster, Bursar or Designated Safeguarding Lead.
- I note that Sevenoaks Preparatory School is a "no smoking" site.
- The Prep operates its ethos through its "Way of Life", please see below. We ask all our visitors to respect this code whilst on site.

I agree to the terms and Conditions of the "Visitors Code of Conduct".

Signed _____

Date_____

Print Name _____

Sevenoaks Preparatory School - Our Way of Life

- I ought to think at all times how my every action will affect others in my life - parents, friends, relations, teachers and everyone younger than myself.
- I ought to treat all others, as I would want to be treated myself.
- I ought not to touch anything that is not mine, unless with permission or unless I am being helpful.
- I ought to take a personal interest in how other people feel.
- I ought to be polite to everybody at all times and be positive in my actions.
- I ought to take responsibility for my maturity by ensuring I assist in the smooth running of the school and my home.
- I ought to listen to and consider carefully the guidance given to me by my teachers and parents, and then act in the right spirit.
- I ought to report immediately any damage or unfortunate behaviour to my teachers and/or my parents.
- I ought to remember that in life my aim should be to solve problems not cause them, to build bridges rather than knock them down, to trust others and to be trusted, to put the need of others first and mine last, to improve and make better whatever or whomever I am involved with.
- I ought, at all times, to be totally honest to myself and to others.